

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

Date/Time Stamp:

SECRETARY OF THE SENATE

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In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Infectious Diseases Society of America Education and Research Foundation

Travel date(s): September 14-15, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$513.40 for plane fare	\$140 plus applicable taxes - \$166 total with taxes	\$66.55	\$32.09 for travel insurance
<input checked="" type="checkbox"/> Actual Amount	\$54.87 for taxis			

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please refer to detailed itinerary attached.

9/25/17.
(Date)

Aimee M. GRACE
(Printed name of traveler)

Aimee M. Grace
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/29/17
(Date)

Brian Schaefer
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Aimee M. Grace

Employing Office/Committee: Office of Senator Brian Schatz (D-HI)

Private Sponsor(s) (list all): Infectious Diseases Society of America Education & Research Foundation

Travel date(s): September 14-15, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Atlanta, GA

Explain how this trip is specifically connected to the traveler's official or representational duties:

The purpose of this trip is to better understand the roles and expertise of the Centers for Disease Control and Prevention (CDC) as an agency; network with CDC staff and other congressional staff; and learn about new initiatives at the CDC - these activities fall under my legislative portfolio as Senator Schatz's health policy advisor.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/5/2017
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Brian Schatz hereby authorize Aimee M. Grace
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/5/2017
(Date)


(Signature of Supervising Senator/Officer)



Infectious Diseases Society of America Education & Research Foundation • 1300 Wilson Boulevard, Suite 300, Arlington, VA 22209
(p) 703-740-4955 (fax) 1-866-536-6638 (e) globalhealth@idsociety.org

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The global team at IDSA-ERF educates policymakers, relevant federal agency staff and global health advocates about evidenced-based policies and programs related to global infectious diseases. Educational activities include congressional staff briefings, a widely-read news blog, and issue briefs on global ID.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$513.40 for plane fare	\$140 plus applicable taxes	\$69	\$32.09 for travel insurance
<input type="checkbox"/> Actual Amounts	\$200 for taxi fares to and from airport			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The location is Atlanta, the site of the CDC headquarters and the location of all of the relevant global programs and staff.

19. Name and location of hotel or other lodging facility:

Emory Conference Center Hotel, 1615 Clifton Road NE, Atlanta, Georgia 30329

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is directly across the street from the CDC campus.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging, meals and other expenses will not exceed Federal Government per diem rates plus applicable lodging taxes.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class air travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Christine Lubinski

Name and Title: Christine Lubinski, Vice-President for Global Health

Name of Organization: IDSA Education & Research Foundation

Address: 1300 Wilson Boulevard, Arlington, VA 22209

Telephone Number: 703-299-5027

Fax Number: 866-536-6638

E-mail Address: Clubinski@idsociety.org

Congressional Delegation

Aimee Grace – Health Policy Advisor, Senator Brian Schatz

Rabita Aziz – Global Health Policy Specialist

CDC Roybal Campus – 1600 Clifton Road, NE, Atlanta, GA 30329

5:00 – 6:00 PM	Arrival in Atlanta for Damis-Wulff, Fristedt, Grace, Aziz on Delta 151 Travel to Emory Conference Center and hotel check-in 1615 Clifton Road NE, Atlanta, Georgia 30329
6:00 – 6:30 PM	Break
6:30 PM	Working Dinner: Floataway Café Briefing and interaction with CDC staff 1123 Zonolite Rd NE #15, Atlanta, GA 30306
10:00 PM	Arrival in Atlanta for Bramlett, American Airlines 4535

[illegible]

DAY 2 – September 15, 2017

CDC Roybal Campus – 1600 Clifton Road, NE, Atlanta, GA 30329

8:00 am	<p>Walk from Emory Conference Center to CDC</p> <ul style="list-style-type: none"> – Karyn Richman, Acting Director, CDC Washington Office will meet the group in the Emory Conference Center lobby and escort the group <p><i>*Please bring a valid government-issued ID</i></p> <p>Security Check-in & Meet/Greet in Lobby of Building 45 (Visitor's Center)</p> <p>Check Luggage at Concierge</p> <p><i>Location: Bldg. 45, Visitor's Center</i></p>
8:30 – 9:10 am	<p>CDC leadership meeting: leaders to provide overview of CDC global programs in the context of HIV and TB activities</p> <ul style="list-style-type: none"> – Anne Schuchat, Principal Deputy Director, CDC – Jamie Howgate, Senior Advisor, CDC – Sherri Berger, Chief Operating Officer, CDC – Rebecca Martin, Director, Center for Global Health (CGH) – Rima Khabbaz, Director, National Center for Emerging and Zoonotic Infectious Diseases (NCEZID) – Jono Mermin, Director, National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention (NCHHSTP) – Karyn Richman, Acting Director, CDC Washington Office <p><i>Location: Building 21, room 12105</i></p>
9:10 – 9:55 am	<p>Global HIV Panel: DGHT staff provide update of CDC PEPFAR activities, programs and results</p> <ul style="list-style-type: none"> – Shannon Hader, Director, DGHT – Hank Tomlinson, Principal Deputy Director, DGHT – Josef Amann, Associate Director for Programs, DGHT <p><i>Location: Building 21, room 12105</i></p>
9:55 – 10:40 AM	<p>Global Tuberculosis Panel: DGHT staff provide update on CDC global TB activities, programs and results</p> <ul style="list-style-type: none"> – Shannon Hader, Director, DGHT – Hank Tomlinson, Principal Deputy Director, DGHT – Susan Maloney, Chief, Global TB Branch, DGHT – Anand Date, Associate Chief, Global TB Branch, DGHT <p><i>Location: Building 21, room 12105</i></p>
10:40 – 10:55 AM	<p>Transition to HIV-TB Laboratory</p> <p><i>Location: Bldg. 23</i></p>
10:55 – 11:55 AM	<p>HIV and TB Laboratory Tour: DGHT lab staff brief participants on HIV and TB laboratory programs including interface with WHO prequalification program and lab activities in developing countries</p> <ul style="list-style-type: none"> – Heather Alexander, Chief, International Laboratory Branch, DGHT – Shannon Hader, Director, DGHT – Hank Tomlinson, Principal Deputy Director, DGHT <p><i>Location: Building 23</i></p>

11:55 – 12:15 PM	Transition back from lab and break, gather for working lunch
12:15 – 12:30 PM	Greeting from CDC Director, Brenda Fitzgerald
12:30 – 1:10 PM	CDC Budget and Legislative Issues Discussion: CDC staff brief participants global HIV and TB budgets including transfers from State Dept. and USAID <ul style="list-style-type: none"> – Alison Kelly, Director, Office of Appropriations, CDC – Karyn Richman, Acting Director, CDC Washington Office <i>Location: Building 21, room 12101</i>
1:10 – 1:40 PM	Global Health Protection and HIV & TB: DGHP staff provide overview of global health protection activities and interface with HIV and TB programming <ul style="list-style-type: none"> – Nancy Knight, Director, Division of Global Health Protection (DGHP) – Hank Tomlinson, Principal Deputy Director, DGHT <i>Location: Building 21, room 12105</i>
1:40 – 2:10 PM	Antimicrobial Resistance (AMR) and U.S. Leadership on Global Infectious Diseases: CDC staff brief participants on AMR activities that intersect with global TB and HIV efforts, including MDR-TB responses <ul style="list-style-type: none"> – Michael Craig, Senior Advisor, AMR Coordination Strategy – Susan Maloney, Chief, Global TB Branch, DGHT <i>Location: Building 21, room 12105</i>
2:10 – 2:20 PM	Break
2:20 – 2:50 PM	Closing and Q&A: Interactive session where Senate staff can communicate with and question senior CGH staff about issues raised in previous sessions. <ul style="list-style-type: none"> – Rebecca Martin, Director, CGH – Rima Khabbaz, Director, NCEZID – Carmen Villar, Deputy Director for Strategy, Policy, and Communications – Jordan Tappero, Senior Advisor, Center for Global Health – Shannon Hader, Director, DGHT – Nancy Knight, Director, DGHP – Michael Craig, Senior Advisor, AMR Coordination Strategy <i>Location: Building 21, room 12105</i>
2:50 – 3:00 PM	Walk to Building 45, Depart for Airport
5:00 PM	Departure for Bramlett, Lubinski on American Airlines 4623
5:30 PM	Departure for Damis-Wulff, Fristedt, Grace, Aziz on Delta 2909

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